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AUTHOR Billings, Mary DeWitt, Comp.; Rubin, Janet S., Comp.

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ABSTRACT

This Educational Materials Center (EMC) annotated bibliography is designed to further the concept and practice of career education programs by providing information about career materials available. There are four sections, each introduced with a description of materials included. The section on current literature describes 33 children's books received in the EMC since January 1976 which relate to jobs and career decisions. The section on text materials describes (1) 13 books that were part of the EMC's text collection as of January 1977 and those dating from 1974, and (2) materials from the Office of Career Education (OCE) collection, which are presented in three groups--monographs (18), series (12), and sets (17). The final section on government publications contains 22 publications prepared by or for either OCE or the National Advisory Council for Career Education (NACCE). Additional career and vocational education materials available from HEW sources are listed. Also listed are publications of special interest, including "Career Exploration Series," student guidebooks, and books for educators. (TA)

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DEALING IN FUTURES:

Career Education Materials for Students, Parents, and Educators

A Bibliography Based on the Acquisitions of the Educational Materials Center

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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Compiled by
Mary DeWitt Billings and Janet S. Rubin
Educational Materials Center
Office of Education

U.S. Department of Health, Education, and Welfare

Office of Education
Ernest L. Boyer, *Commissioner*

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The books and materials in this bibliography have been selected from the collections of the Educational Materials Center (EMC) and from among currently available government publications. EMC's collections consist of review copies of books and materials received from participating publishers. The fact that a book is listed does not mean that it is endorsed by the U.S. Office of Education.

The EMC distributes only materials published by the U.S. Office of Education. Readers wishing to obtain materials listed here should do so through usual channels or directly from publishers.

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PREFACE

Long before the Office of Career Education (OCE) was established in the U.S. Office of Education in 1974, the career education concept had become a viable catalyst to education reform. In many school systems it has become as standard an element of the curriculum as math or reading.

The main purpose of this Educational Materials Center (EMC) bibliography is to further the concept and practice of career education programs by providing information about career materials available. There are four sections, each introduced with a description of the materials included: "Current Literature," "Text Materials," "Collection of the Office of Career Education," and "Government Publications."

Another purpose of this publication is to increase the visibility of all occupational- and career-related media, thereby helping to heighten career awareness throughout the country. A special effort has been made to include materials that discourage age, race, and sex stereotypes in employment, and materials on the changing roles of women.

CURRENT LITERATURE

This section contains children's books received in the EMC since January 1976 which relate to jobs and career decisions. Only those books which have been favorably reviewed in at least two major professional journals have been included. The review journals used in this selection process are:

Booklist. American Library Association, Chicago.
Bulletin of the Center for Children's Books. University of Chicago Press.
Childhood Education. Association for Childhood Education International, Washington, D.C.
Horn Book Magazine. Horn Book, Inc., Boston.
Kirkus Reviews. Kirkus Service, Inc., New York.
School Library Journal. R. R. Bowker Co., New York.
Science Books and Films. American Association for the Advancement of Science, Washington, D.C.

Bendick, Jeanne, and Robert Bendick. *Finding Out About Jobs: TV Reporting.* Illus. by Jeanne Bendick. "Finding Out" series. New York: Parents', 1976. 64 p.

An introduction to the career of TV news reporting, this is written from a non-sexist viewpoint. Discusses the function and responsibilities of the many jobs in the field (anchor-person, reviewer, news analyst, etc.). Includes a glossary and suggestions for classroom activities related to reporting. (Grades 3-6)

Bowman, Kathleen. *New Women in Media.* Mankato, Minnesota: Creative Education, 1976. (Distributed by Children's Press, Chicago.) 47 p.

Part of a series on women in nontraditional careers, this contains biographical vignettes of Barbara Walters, Katharine Graham, Judith Viorst, and four other contemporary women involved in communications media. Other titles in the series cover "new women" in fine arts, medicine, politics, and social sciences. (Grades 5-9)

Bradbury, Bianca. *In Her Father's Footsteps.* Illus. by Richard Cuffari. Boston: Houghton, 1976. 172 p.

Teenage Jenny confronts seemingly endless obstacles in her quest to become a veterinarian and work with her father in his animal hospital. Not the least of her problems are those concerning chemistry, money, and uncertainty about herself. (Grades 6-10)

Cohen, Barbara. *Bitter Herbs and Honey.* New York: Lothrop, 1976. 159 p.

For a middle-class Jewish girl growing up in 1916,

the future was predetermined; after limited schooling she was expected by her parents to marry and raise a family. But Becky finds herself torn between respect for her parents' plans and her desire to go to college. (Grades 5-7)

Collier, James Lincoln. *Making Music for Money.* Illus. by Robert Censoni. "Concise Guide" series. New York: Watts, 1976. 63 p.

This practical guide to the realities, pleasures, and problems of organizing a musical group to play for profit may help an aspiring musician to realize how many factors there are to consider before pursuing a career as an entertainer. (Grade 6-up)

Cook, Fred J. *Lobbying in American Politics.* New York: Watts, 1976. 134 p.

In a narrative about past and contemporary lobbyists, the author describes the considerable power of these behind-the-scenes experts. Included is a discussion of the role and operations of such public interest lobbyists as Ralph Nader and John Gardner. With bibliography. (Grades 8-12)

Davidson, Margaret. *The Golda Meir Story.* New York: Scribner's, 1976. 211 p.

Selfless devotion to her faith and her cause, and immense sympathy for her fellow human beings helped make Golda Meir one of the most influential and remarkable figures of our time. This is her story, from her birth in Russia to her role as Prime Minister of Israel. Cover sketches by Uri Shulevitz. Includes bibliography. (Grades 5-11)

Dorman, Michael. *Detectives of the Sky: Investigating*

Aviation Tragedies. New York: Watts, 1976. 106 p.

The varied and intriguing work of the National Transportation Safety Board is the subject of this book, which discusses the work of investigators, the role of the Federal agency, and several major aircraft disasters. With black and white photographs, index, and bibliography. (Grades 6-12)

Doyle, Robert V. *Careers in Elective Government*. With photographs. New York: Messner, 1976. 223 p.

The functions of campaign workers, elected officials, lobbyists, and legislative analysts are covered in this comprehensive view of the field of elective government. Besides information on what needs to be done, how to get involved, and what opportunities are open, information useful to all voters is included. With appendix and bibliography. (Grade 7-up)

Ewen, Robert B. *Choosing the College for You*. Illus. by Richard Rosenblum. "Concise Guide" series. New York: Watts, 1976. 60 p.

In a handbook designed to help the college-bound person find the institution best suited to his or her interests and circumstances, Ewen includes comments by former college students about the problems they had and how they solved them. Includes a table giving recent figures on cost, size, and "level of difficulty" for some 450 institutions. (Grades 7-12)

Faber, Doris. *Bella Abzug*. Illus. with photographs. New York: Lothrop, 1976. 162 p.

The story of a courageous and outspoken congresswoman (born in the year women in the United States won the right to vote) is told in a style as fast-paced as Bella's life. Black and white photographs and a list of other books about women in politics enhance this lively biography. (Grades 5-10)

Fenten, D.X. *TV and Radio Careers*. "Career Concise Guide" series. New York: Watts, 1976. 65 p.

Designed to introduce young people to the wide variety of careers available in television and radio, this guide describes jobs in each phase of production and management, and offers advice on training and education. With bibliography and lists of schools offering related courses. (Grades 5-12)

Fooner, Michael. *Women in Policing: Fighting Crime*

Around the World. New York: Coward, 1976. 48 p.

The first female regular police officer was appointed in Germany in 1904. Since then, women have become active in all facets of police work all over the world. Many striking photos show women working as motorcycle, horse patrol, and traffic officers, detectives, administrators, technicians, and community relations experts. (Grades 5-9)

Goldreich, Gloria, and Esther Goldreich. *What Can She Be? A Farmer*. Photographs by Robert Ipcar. "What Can She Be?" series. New York: Lothrop, 1976. 48 p.

This easy-to-read account explains some of the Ross sisters' many tasks in operating their Maine dairy farm. Black and white photographs show the women in nontraditional roles. (Grades 3-6)

——— *What Can She Be? A Geologist*. Photographs by Robert Ipcar. "What Can She Be?" series. New York: Lothrop, 1976. 48 p.

The authors examine the varied and important work of geologist Dr. Ina Brown. Photographs show her working in a lab, exploring rock formations, and teaching geology. Other books in the series are about women in fine arts, public service, and professional jobs. (Grades 3-6)

Greenfield, Howard. *Books: From Writer to Reader*. New York: Crown, 1976. 211 p.

Not about specific careers in book publishing, this is an account of the many stages a book goes through, from author's pen to reader's shelf. Topics include manuscript preparation, printing processes, advertising and ordering books, etc. Includes glossary. (Grade 7-up)

Hahn, James, and Lynn Hahn. *Environmental Careers*. "Career Concise Guide" series. New York: Watts, 1976. 66 p.

Many opportunities exist in this rapidly developing field. This guide discusses various aspects and subdivisions of environmental management careers and requirements for each. With bibliography and additional sources of information. (Grade 6-up)

Haskins, James S. *Always Movin' On: The Life of Langston Hughes*. New York: Watts, 1976. 117 p.

To put the feelings of the blues and jazz into words was one ambition of black author Langston Hughes. Throughout his travels and his many oc-

cupations, he absorbed life and studied peoples and societies. He told of his findings in poems, plays, stories, and novels which, taken together, create a portrait of ordinary, heroic American blacks. (Grades 6-9)

Kingman, Lee. *Break a Leg, Betsy Maybe!* Boston: Houghton, 1976. 245 p.

Elizabeth Cythera Wilkerson Maybe (Betsy, to her friends) finds her life filled with complications and ambiguities until she becomes involved in her high school drama club and discovers that acting as a career can give direction to her life. (Grades 6-10)

Libby, Bill. *Rod Carew: Master Hitter*. "Sports Shelf" series. New York: Putnam's, 1976. 127 p.

This biography of Rod Carew, one of baseball's all-time greats, is part of Libby's "Sports Shelf" series. The story follows Carew's life from the time he was a poverty-stricken boy until he won fame playing for the Minnesota Twins. (Grades 5-8)

Liebers, Arthur. *You Can Be a Printer*. Illus. with photographs. "Vocations in Trades" series. New York: Lothrop, 1976. 128 p.

The expanding communications field is creating new jobs constantly. Liebers tells what jobs exist, how to prepare and train for them, and what opportunities there are in each field. Lists of apprenticeship and Civil Service offices appended. (Grade 7-up)

———. *You Can Be a Professional Driver*. Illus. with photographs. "Vocations in Trades" series. New York: Lothrop, 1976. 128 p.

Every type of professional driving—from school bus, to forklift, to long-distance truck driving—is covered. This comprehensive book also includes Civil Service, armed forces, and "behind-the-scenes" jobs (e.g., scheduling, sales, billing, etc.). Other books in the series cover additional careers, among them carpentry, plumbing, and mechanics. (Grade 7-up)

Lloyd, Ronald. *American Film Directors: The World as They See It*. New York: Watts, 1976. 143 p.

In this essay that examines film as an expressive art form, Lloyd discusses the careers of several American directors and how their philosophies of life are reflected in their work. This realistic view of the film world also touches on other careers in the field. With black and white stills. (Grade 7-up)

Love, Sandra. *Put What About Me?* Illus. by Joan Sandin. New York: Harcourt, 1976. 152 p.

Lucy finds her life totally disrupted when her mother decides to pursue a career. But eventually Lucy learns to appreciate the satisfaction her mother gains from working and then begins to plan on a career for herself. With expressive soft-pencil drawings. (Grades 4-6)

McLeod, Sterling. *Challenging Careers in Urban Affairs*. Photographs. With the editors of Science Book Associates. New York: Messner, 1976. 189 p.

Planning, building, and running cities require thousands of people with innumerable skills. This volume tells about some of those thousands and how they work together to make cities function, from mowing park lawns, to running a library, to finding safe drinking water. Sources of career information and bibliography appended. (Grades 6-10)

Millimaki, Robert H. *The Making of a Detective*. Philadelphia: Lippincott, 1976. 94 p.

The reader learns about what a police detective does by accompanying one on a typical week's tour of duty. Written in the second person, the book involves the reader in on-the-scene action and in exercises in observation and deduction. (Grades 4-7)

Mitchell, Joyce Slayton. *Other Choices for Becoming a Woman: A Handbook to Help High School Women Make Decisions*. Rev. ed. New York: Delacorte, 1976. 258 p.

Recognizing the need for help and guidance on problems encountered during adolescence, Mitchell talks straightforwardly about adult choices high school women must make. Sexual, spiritual, educational, and career choices are covered in articles by such contributors as Margaret Mead, Jean Stapleton, and Dr. Kenneth B. Hoyt. Includes bibliographies. (Grades 9-12)

———. *Free to Choose: Decision-making for Young Men*. New York: Delacorte, 1976. 261 p.

Similar to its companion book for young women, this volume seeks to make young men aware of the choices they must make and how to decide among alternative courses of action. It shows that stereotypes can be broken to achieve individuality. Marc Fasteau, Warren Farrell, and Douglas Dillenbeck are among the contributors. Includes bibliographies. (Grades 9-12)

Ogan, Margaret, and George Ogan. *Tennis Bum*. Philadelphia: Westminster, 1976. 122 p.

Chico Gomez gets off to a bad start at the Malibu Tennis Club when he spills drinks on the club president and steals the tennis pro's car, but he makes up for it with hard work. Coaching and practice help him become a winner on the amateur tennis circuit. Finally he gains opportunities for a professional career and college scholarships. (Grades 5-10)

Splaver, Sarah. *Career Choices in Psychology*. New York: Messner, 1976. 189 p.

In addition to careers specifically in the field of psychology, Splaver discusses such related fields as teaching, social work, nursing, guidance, and medicine. Helpful for someone just beginning to consider psychology as a possible career. Appendix lists (by State) schools offering graduate degrees in psychology. Includes bibliography. (Grade 7-up).

Stilley, Frank. *Here is Your Career: Veterinarian*. "Here is Your Career" series. New York: Putnam's, 1976. 156 p.

As an introduction to veterinary medicine, Stilley interviews veterinarians, explains the work of farm,

zoo, private, marine, and wildlife vets, and discusses veterinary research and development. The concepts of both healing and death are treated realistically, and many aspects of a vet's functions are covered. Illustrated with black and white photographs. Lists of colleges offering courses in veterinary medicine appended. (Grades 6-9)

Walker, Greta. *Modeling Careers*. Chuck Freedman, photo ed. "Career Concise Guide" series. New York: Watts, 1976. 83 p.

Lights! Camera! Action! Wait! There's more to it than standing in front of a camera, as men and women interested in professional modeling will discover from this comprehensive book. It covers the rewards and the pitfalls, the training and expense involved. (Grade 7-up)

Williams, Jay. *The Burglar Next Door*. Illus. by DeAnne Hollinger. New York: Four Winds, 1976. 123 p.

Penny and Amos already have their career plans made—she wants to build bridges and he wants to be a sculptor. Problems arise when Amos is suspected of committing a burglary and Penny turns detective to clear him. (Grades 5-7)

TEXT MATERIALS

All materials in this section were part of the EMC's text collection as of January 1977. Materials dating from 1974 are included. Current textbook catalogs are now available for examination in the EMC. Our thanks to the publishers who sent them to us. We intend to continue developing our career education text collection and to update this bibliography when feasible.

Text series are entered under the series name. Grade levels are designated as follows:

MG - Middle Grades - Grades 3-6

JH - Junior High - Grades 7-9

HS - High School - Grades 10-12

Brinkley, Jeanne, and Ann Aletti. *Altering Ready-To-Wear Fashions*. "A Bennett Career Book." Peoria, Illinois: Bennett, 1976. 399 p.

Skills needed to work as a fitter or alterationist of ready-to-wear clothing are described in this textbook. Its main purpose is to train people for a career in the field, but it also may be used as a home course or as a reference book. Information is provided on getting a job, working with people, and go-

ing into business for oneself. Projects reinforce the skills taught. (HS-up)

"Career Core Competencies: A Cooperative Work Experience Program." New York: Gregg (McGraw-Hill), 1977.

Many basic skills such as decision-making, working at human relations, and finding a job are necessary to pursuing a career. Development of these skills is

the object of this series of workbooks, which is to be used in career planning, selection, and adjustment. Practical experience is presented through exercises and activities. Specific goals are listed at the beginning of each workbook. (JH-up)

Careers in Property and Liability Insurance. New York: Insurance Information Institute, 1975. Unpaged.

The field of property and liability insurance offers many opportunities for persons with and without prior experience or technical training. Like many industry-produced informational materials, this booklet also includes comments on related careers, such as accounting, programing, and public relations. (HS-up)

Carter, Robert A., et al. "Reading Skills/Career Education." Westchester, Illinois: Benefic, 1975.

Designed to teach reading skills and career awareness at the same time, this set contains stories, projects for independent study, and exercises in both reading and job selection. Reading material provides information about a variety of careers, from airplane mechanic to dancer, and includes material on men and women in nontraditional roles. Set includes two books, *This I Can Be* and *People and Me*, with teacher's guide for each. (JH)

Curtis, Samuel M., and Robert J. Mercer. *Exploring Occupations in Agribusiness and Natural Resources.* "Careers in Focus" series. New York: McGraw-Hill, 1976. 152 p.

The student is introduced to—and encouraged to explore—28 jobs in the field of agribusiness and natural resources. The set contains job descriptions, career activities, job components, and career guidance to help students identify their needs, ambitions, and skills. "Careers in Focus" is a career exploration program which uses books, filmstrips, and cassettes. (HS)

Dauw, Dean C. *Up Your Career!* Prospect Heights, Illinois: Waveland, 1975. 169 p.

The reader is guided toward the career best suited to his or her needs, abilities, and interests by working through the exercises provided. Topics include finding out about oneself and about available jobs, writing a resumé, making career plans, using an employment agency, and recognizing job discrimination. After it has been used as a "how-to" guide, the workbook may be useful as a reference tool. (HS-up)

Draper, Mary Wanda, and Henry E. Draper. *Caring For Children.* "A Bennett Career Book." Peoria, Illinois: Bennett, 1975. 560 p.

Those interested in the child care field can use the Drapers' book as an aid in understanding children and in developing skills necessary to interact with them. Chapters begin with objectives and end with chapter highlights, things to do, and thought-provoking questions. Information about meal planning, room arrangements, art projects, songs, finger plays, etc., is included in the appendix. (HS)

Goble, Dorothy Y. *How to Get a Job and Keep It.* Rev. ed. Austin, Texas: Steck-Vaughn, 1975. 63 p.

Designed to help career seekers locate, apply for, keep, and advance in a job, this booklet teaches the reader how to present himself well, follow written instructions, fill out standard forms, and earn a promotion. A glossary of terms one might encounter in job hunting is appended. (HS-up)

Karlin, Muriel Schoenburn, and Morton Margules. *Pathways to Careers.* New York: Globe, 1975. 198 p.

This book on career planning for men and women has three units. Unit 1, "Preparing for Your Career," points out that self-discovery is a major step in career preparation. Unit 2, "Getting the Job You Want," suggests steps toward seeking employment. Unit 3, "Succeeding in Your Career," gives hints on getting along in the job. Illustrated with photos and cartoons. (JH-HS)

Kestenbaum, A. Jack. *Clerical Techniques for a Business Career.* Boston: Allyn and Bacon, 1975. 313 p.

Although filing is emphasized, information is provided on many kinds of clerical techniques and procedures and how they are applied on the job. Each chapter is designed to build or reinforce a specific clerical skill. Various jobs—bank clerk, dental assistant, mail clerk, receptionist, telephone operator, etc.—are described with information on requirements, duties, training, and salaries for each. (HS)

Pancrazio, James J. *It's Your Life.* Westchester, Illinois: Benefic, 1975. 251 p.

Development and improvement of one's psychological health is the objective of this textbook. Cartoons, hypothetical dialogues, and case studies encourage constructive thinking about perceptions, self-knowledge, communication, change, drugs, love, and planning for the future. The importance of all these in making career decisions is emphasized throughout. (JH)

Ray, Mary Frey, and Evelyn Jones Lewis. *Exploring Professional Cooking*. "A Bennett Career Book." Peoria, Illinois: Bennett, 1976. 275 p.

A food service career involves such duties as operating equipment, planning menus, controlling costs, and preparing specific types of food; all these are covered by Ray and Lewis. Various levels of work are discussed, from beginning jobs open to the inexperienced, to high level managerial positions. An activity book, which corresponds to the text chapter by chapter, reinforces the material covered. (HS)

Stanek, Muriel, and Joseph L. Gehrman. "Careers for All." Westchester, Illinois: Benefic, 1974.

This series of textbooks, designed to acquaint students with the real world of work, is aimed at helping them identify their values, skills, and interests at an early age, before they have to make their career choices. The series consists of three books: *Alike and Different*, *Interests and Choices*, and *Plans and the Future*. Each has a job reference guide and a glossary. (MG)

COLLECTION OF THE OFFICE OF CAREER EDUCATION

The following is a catalog of materials received from publishers by the Office of Education's Office of Career Education (OCE). This collection has now been transferred to the EMC's permanent collection. No quality assessments have been made on these items; they are included as a sample of the types of career education materials currently available.

The catalog is divided into three sections. "Monographs" are self-contained, one-volume publications. "Series" are groups of materials, all designed to be used in the same way, but not simultaneously as one unit (e.g., a series with one book for each of seven grade levels). "Sets" are groups of non-book materials (usually multimedia) designed for use together as a unit.

The range of appropriate grade levels for these materials tends to be very broad. Therefore, the following designations are used:

EG - Elementary Grades - K-3

MG - Middle Grades - 4-6

JH - Junior High - 7-9

HS - High School - 10-12

PR - Books for professional educators

Although materials listed are available for review in the EMC, some sets or series are incomplete. This is indicated parenthetically at the end of the entry by naming those elements of the series that are included in the EMC collection. Some continuing series are represented both here and in the "Current Literature" section of this bibliography. In these cases, cross references have been made.

Also included with monographs are several books from the EMC's collection of materials for the professional educator. Henceforth, these books will be stored with other career materials transferred from OCE.

Monographs

Barth, George Francis. *Your Aptitudes: You Do Best What You Are Best Fitted To Do*. New York: Lanthrop, 1974. 95 p.

To emphasize the importance of knowing one's ap-

titudes when choosing a career, this book describes 19 special aptitudes and typical jobs that require them. Its purpose is to help students get a better idea of their aptitudes by asking such questions as

"Do You Like Paperwork?" "Are You Skillful with Small Tools?" and "Can You Remember Tunes?" Also included are tips on preparing a resumé and applying for a job. (JH-HS)

Blackledge, Walter L., Ethel H. Blackledge, and Helen J. Keily. *The Job You Want—How to Get It*. "Career Information" series. Cincinnati, Ohio: South-Western, 1975. 92 p.

Job seekers of all ages may find this book helpful in determining and attaining career goals. Young people are advised on what lies ahead and how to prepare for a career. Experienced people are reminded of ways to present themselves effectively to new employers. (JH-up)

Career Education Resource Guide. "Career Programs" series. Morristown, N.J.: Silver Burdett (General Learning Press), 1972. 257 p.

In an effort to spread the word about successful career education projects, General Learning has assembled a "how-to" catalog of more than 100 such projects in all parts of the country. Grouped by grade levels, the projects are described in terms of concepts to be learned, skills achieved, and materials needed. Each description includes a general lesson plan and comments by teachers who have used the activity. A list of career material suppliers and resource persons in each State is appended. With bibliography. (PR)

Chapman, Elwood N. *Career Search: A Personal Pursuit*. Chicago: SRA, 1976. 148 p.

Readers will find here an easy-to-follow, 20-step system for making career choices. A teacher's guide describes how the book can be used as a career guidance text, as a classroom project, or as a resource for independent study. At the end of each chapter a hypothetical career problem is presented which can be solved from the information in the chapter. (HS-up)

Exploring Careers in Child Care. 5th. ed. Bloomington, Illinois: McKnight, 1974. 220 p.

Bloom's, Hauenstein's, Krathwohl's, and Masia's taxonomies of education objectives are used as the basis for this book, which sets forth a program of general knowledge to create attitudes and to develop skills in the area of child care. A teacher's guide contains objectives to be achieved in each assignment. Text reading material provides information needed to carry out the activities listed in a companion volume. The program can be used as a 9-week,

12-week, or semester-long course. (JH-HS)

Fries, Albert C., and Dean Clayton. *Timed Writings About Careers*. 2d. ed. Cincinnati, Ohio: South-Western, 1975. 90 p.

Useful and interesting information about careers is presented in the form of timed writings to supplement typing textbooks. Every lesson is about one of 43 careers, among them journalism, banking, accounting, retailing, and the armed forces. The overall purpose is to help students make career decisions. (HS-up)

Gordon, Alice K., et al. *Career Exploration in Marketing and Distribution*. Washington, D.C.: U.S. Government Printing Office, 1975. Unpaged.

Information on occupational planning, skills acquisition, and career development is provided in these curriculum materials which help the student understand careers in marketing and distribution. Materials are combined in a loose leaf binder; the first half is the teacher's guide, the second half the student's section. With accompanying report for administrators; *Conceptual Framework for Curriculum Decisions in Education for Marketing and Distribution Careers*. (HS-up)

Handbook of Job Facts. 5th. ed. Compiled by Carole J. Lang. Chicago: SRA, 1972. 134 p.

Consisting of a detailed chart describing duties, education, training, special qualifications, percentage of men and women employed, advancement potential, earnings, and outlook for 300 occupations, this book is designed to help the job hunter. For each occupation the chart also has a code number as a guide to additional information that may be found in SRA's *Widening Occupational Roles* or *Occupational Exploration* kits. (HS-up)

Hauenstein, A. Dean, and Steven A. Bachmeyer. *The World of Communications*. Bloomington, Illinois: McKnight, 1972. 298 p.

English, language skills, industrial and fine arts, business, and distributive education are combined into a comprehensive career education program. Hauenstein and Bachmeyer provide guidance for making career decisions in the field of communications media and systems, which includes information-gathering, developing and writing messages, editing, and working as a communications technician. Activities described in an accompanying manual reinforce information contained in the text. (HS-up) (EMC: Teacher's guide and activity manual only)

Kushner, John A., and Helen J. Keily. *How to Find and Apply for a Job*. 3d. ed. "Career Information" series. Cincinnati, Ohio: South-Western, 1975. 69 p.

The purpose of this book is to help the reader know himself or herself and learn good techniques for seeking and applying for jobs. The techniques presented are recommended by employers and researchers in the field. They begin with preparation of a personal inventory and continue through steps to take after an interview. (HS-up)

Lederer, Muriel. *The Guide to Career Education*. New York: Quadrangle, 1974. 401 p.

Developed as a reference tool for parents, students, and educators, this guide deals with postsecondary career training other than a 4-year college program. For each of the 200 jobs defined, the following are given: essential personal characteristics, training required, employment outlook, work environment, and sources of additional information. Includes bibliography. (HS-up)

Lindbeck, John R. *Metrics in Career Education*. Peoria, Illinois: Bennett, 1975. 103 p.

Lindbeck considers training in the metric system essential for many careers and for consumers of the future. He discusses eight career groups, the impact of metrics on them, and the need for expertise in measurements in each. "Metric Learning Activities" are included. Conversion charts and equivalent measures for objects commonly used in many jobs are appended. (HS-up)

Marland, Sidney P., Jr. *Career Education: A Proposal for Reform*. New York: McGraw-Hill, 1974. 334 p.

Written for parents and students as well as educators, Marland's book has become a standard reference work on career education. He describes not simply a program of job training, but a major conceptual reform concerning career education in schools, colleges, and State and Federal education agencies. The need for, examples of, and processes in career education are covered. (HS-up)

McGonagle, Bob, and Marquita McGonagle. *Careers in Aviation in the Sky and on the Ground*. Illus. with photographs. New York: Lothrop, 1975. 96 p.

The job of pilot is only one of many in the field of aviation, the McGonagles point out. Along with it they describe many others, among them air traffic controller, dispatcher, and weather specialist. Infor-

mation is included on education and training required, work environment, and advantages and disadvantages of each job. An appendix lists additional sources of information, aptitudes and school subjects needed, and aviation-related activities. Glossary of aviation terms and instructions on radio communication also appended. (MG-JH)

_____. *Prepare for a Career in Radio and Television Announcing*. New York: Lothrop, 1974. 94 p.

Radio staff announcer, news commentator, sportscaster, and wire service correspondent are among the many careers discussed in this book. Besides descriptions of the jobs and where to find them, the authors have included career preparation hints; for example, requirements for training and education, use of equipment, resumé preparation, and audition tape production. Appendix contains such material as hand signal cues, sample scripts, and industry guidelines. Includes glossary. (MG-JH)

Splaver, Sarah. *Nontraditional Careers for Women*. New York: Messner, 1973. 223 p.

Splaver addresses the contemporary female in commenting on more than 500 jobs now open to women. Without demeaning or excluding occupations previously reserved exclusively for women, she gives thumbnail descriptions of careers and the history of their availability to both sexes. Myriad sources of additional information on specific careers are cited. Includes bibliography. (JH-up)

Success Core. Chicago: Institutional Development Associates, 1975. Unpaged.

Attitudinal adjustment and self-knowledge are the objectives of this workbook. The student is encouraged to examine closely and to articulate his or her fears, perceptions, and goals, as a pathway to success in career pursuits. (JH-up)

Yellow Pages of Learning Resources. Richard Saul Wurman, ed. Philadelphia: Group for Environmental Education, 1972. 94 p.

Organized like the telephone Yellow Pages, this attractively illustrated directory surveys virtually every function and institution in a city or town, from accountants through kindergartens to zoos, and comments on what can be learned from each. It also encourages discovery by students of other local learning resources. Appendix lists "Programs That Use People, Places, and Processes as Learning Resources." Articles were contributed by seven authors (MG-up)

Series

"Exploring Careers Series." Illus. with photographs. New York: Lothrop, 1973-74.

Based on the U.S. Office of Education's job cluster divisions, books in this series survey the jobs in 15 career fields. Each book contains many black and white photographs of persons active in such fields as recreation, transportation, construction, marine science environment, and fine arts. Included are sources of additional information and an index to careers. (MG-JH)

"Exploring Careers: Career Information Series." Cincinnati, Ohio: South-Western, 1974.

This series of text-workbooks provides information to help students make career decisions. Each book discusses a single career area and guides students along five "career exploration paths" that trace the importance of the job, people at work, job requirements, case studies, and career futures. The text is illustrated with photographs and charts, and includes a list of job titles usually found in the career field under discussion. (JH-HS) (EMC: "Wholesaling & Retailing," "Clerical," "Secretarial," "Data Processing")

Goldreich, Gloria, and Esther Goldreich. "What Can She Be Series." Photographs by Robert Ipcar. New York: Lothrop, 1972-75.

In their continuing series about women in nontraditional careers, Gloria and Esther Goldreich tell the stories of an architect, musician, newscaster, lawyer, and veterinarian. Each book traces a day of activity with each woman, showing the many facets of her work, the people she encounters, the training or education she had to prepare for the profession, and the effect of her career on her personal life and the lives of others. (See also "Current Literature") (MG)

Greenberg, Mal. "People at Work." New York: King Features, 1975.

Booklets give a brief description of individual jobs and specific skills within six career fields. The fields presented are appealing and deal with things familiar to most children; for example, a bakery, comics, newspapers, toys, and bubble gum. Generously illustrated with black and white and color photographs. (JH-HS) (EMC: *The Bakery, The Comic Book, The Film Strip, The Newspaper*)

Henney, R. Lee. "Systems 3: Career Advancement Series." Chicago: Follett, 1975.

Basic math, English, literature, social studies, and science skills are taught in this series of textbooks designed to help young and older adults master high school level fundamentals, thus improving their ca-

reer opportunities. Appropriate for freshman courses in community and junior colleges and technical schools, high school senior and remedial classes, and General Educational Development (GED) Test preparation. (HS-up) (EMC: Annotated teachers' editions for each)

"A Highway to Work and Play: A McKnight Elementary Career Program." Bloomington, Illinois: McKnight, 1973-74.

Career development activities are described to help students learn about their own interests, abilities, and values in this elementary series. For example, in the game "Touchdown" a score represents achievement of a career goal. There are six "Awareness levels" (rather than grade levels) which can be used in any grade. (EG-MG)

"Inquiry-Oriented Mini Units." Washington, D.C.: Changing Times Education Service (A Division of Kiplinger Washington Editors), 1971-1973.

Current issues in career development, (self-employment, jobs for women and working wives, and academic job training) are presented in these mini units. Each contains pamphlets with information on the topic and sources of additional information. Pamphlets encourage discussion and involve students in activities for each topic. (HS-up)

"Job Family Series." Chicago: SRA, 1975.

SRA's "Job Families" are 20 job clusters, including "Environment," "Technical Works," "Personal Services," "Education," and "Transportation." Jobs described in the booklet for each cluster cover a broad range of interests, activities, work environments, and amounts of required education. A set of 10 cassettes accompanies the series. (JH-HS)

"Lead the Field." Chicago: Nightingale-Conant, 1972.

This personal development program can be used by individuals for independent study or as a personnel training tool for businesses. There are 12 "Caset-paks," each containing a cassette tape and a booklet. Each booklet conveys a message on the importance of money, self-knowledge as the basis of achievement, taking advantage of opportunities, setting goals, or some other career-related topic. Each has a "Rate Yourself Before You Begin" and "Rate Yourself After One Week" chart to help the student measure progress or improvement. (HS-up)

Liebers, Arthur. "Vocations in Trades." Illus. with photographs. New York: Lothrop, 1973-74.

You Can Be an Electrician, You Can Be A Plumber

and *You Can Be A Carpenter* are informative books written on an easy-to-read level that give thorough treatment to each career. Along with many black and white photographs showing both men and women at work, there are diagrams of machines and tools, sample aptitude tests, lists of training schools, sources of additional information, and descriptions of apprenticeship programs. With glossary and list of Civil Service Commission offices. (See also "Current Literature") (MG-JH)

"The Most Important Person: A Multimedia Program for Children." Chicago: Encyclopedia Britannica, 1972.

The goal of the *Identity* unit of this series is to develop career awareness and self-assurance in the young child. Lessons within the unit concentrate on a specific area of thought: for example, "What Do You Want To Be?" encourages children to consider vocational roles, "I'm the Only Me!" helps establish one's individuality, and "How Do We Look?" supports a positive self-image. These multimedia materials (a record, a song card, movies, and posters) involve the student physically and mentally in various individual and group activities. (EG) (EMC:Identity)

"Occupational Learning Systems Series." El Monte, California: Hoffman, 1973.

Originally developed by the Southern California Regional Occupational Center (a vocational training center), this series contains more than 400 courses that teach job skills in a vocational school setting. The skill-oriented lessons involve actual materials used on the job for a "hands-on" type of study. (HS-up) (EMC: "Automotive Service," "Power Mechanics," "Dental Assisting")

Sets

Anderson, Judith L., Patricia Schildknecht, and John Steuber. *Expo 10: Exploring Career Interests*. Chicago: SRA, 1975.

Students can explore a wide variety of jobs and gain career awareness by playing the games in the *Expo 10* set. Described in each of 10 games are various job elements, including duties, places of employment, training and education, and advantages and disadvantages. The games, intended for use in small groups, are based on one of Kruder's career clusters (explained in the appendix to teacher's guide). (MG-JH)

Aronstein, Laurence W., Diane Gress, and Sara Freeman. *Awareness: Career and Consumer Education*.

"Real People at Work." Washington, D.C.: Kiplinger, 1974-75.

The reader gets a sample of what the specific jobs within each of 10 career clusters entail. For example, within the "Communications" cluster, under "Educational Services," is a booklet about the work of a children's librarian. Under "Distribution" in the "Business and Commerce" cluster, a booklet tells about a day in the life of a market researcher. Illustrated with photographs of people on the job. "Career Questions" and "Special Words" appended. (MG-JH) (EMC: *Metallurgical Technician, Market Researcher, Welder, Pest Controller, Children's Librarian, Supermarket Cashier, FDA Investigator*)

"SRA Specimen Set." Chicago: SRA, 1974-75.

What Could I Be, What I Like To Do, and Introducing Career Concepts I & II are part of a larger SRA series. Their objective is to create career awareness and to help students identify their own interests, curricular and career preferences, and abilities. *Concepts I & II* were designed for grades five through nine to focus on decision-making through exploration. Bibliography of career books appended in *What Could I Be*. (MG-JH)

"Yellow Pages Career Library." Richard Saul Wurman, ed. Philadelphia: Wurman, 1974-75.

Like the *Yellow Pages of Learning Resources*, this series makes use of the city as a learning environment. The booklets discuss many careers in detail: architect, carpenter, engineer, public safety worker, real estate agent, etc. The booklets, illustrated with photographs and drawings, cover daily tasks, work environment, career outlook, education and skills required, and other aspects of each career field. Also include personal interviews and case histories in a casual, informative format. (JH-up)

"The Nobel & Nobel Basal Social Studies Program." New York: Nobel, 1975.

Awareness integrates consumer and career education into the daily instructional program by combining their elements with social studies. Among these elements are appreciation and attitude, career, economic, educational, and self-awareness, and decision making. The program uses group role-playing, games, and class or large-group simulations. (MG-JH)

Career Decisions: Finding, Getting and Keeping a Job. New York: J.C. Penney, 1971.

This kit contains transparencies that show job responsibilities in actual work situations and that pro-

vide discussion questions. Student worksheets accompany a record and three filmstrips on self-awareness and getting a job. The kit also contains descriptions of clerical jobs and sample application forms for students to fill out. (JH)

Career Development: Education for Living. New York: J.C. Penney, 1974.

The learning experiences provided by materials in this kit help the user identify his or her work values, aptitudes, and skills. It includes activities on self-awareness as related to career experiences. These experiences are simulated through (1) a filmstrip which introduces work concepts and values, (2) a case study which requires students to choose skills, interests, and aptitudes for themselves, and (3) action awareness exercises which introduce self- and career-awareness. (MG-JH)

Careers, Incorporated. *Career Cluster File.* Largo, Florida: Careers, 1976.

The purpose of this information file is to provide facts about different careers within a specific occupational area. Occupations at both the professional level and the apprentice or assistant level are described in "Career Briefs" and summary cards. A reference card for each cluster lists the career titles in that cluster and a description of the cluster. The kit is keyed to the U.S. Office of Education's 15 occupation clusters and to the Labor Department's *Dictionary of Occupational Titles* (DOT). (HS-up)

———. *Careers Kit.* Largo, Florida: Careers, 1976.

Information in the form of career briefs, summaries, and job guides is provided about many different occupations within various career fields. For example, in the "Industrial Careers" kit such jobs as aeronautical draftsman, blacksmith, diesel mechanic, and logger are covered. Information cards are organized alphabetically and are packaged in 6x9x4 file boxes. (HS-up)

———. *Desk-Top Career Kit.* Largo, Florida: Careers, 1976.

This 6x9x19 metal file box contains current information on approximately 1,000 career topics; for example, summer employment, education, college choice and cost, careers in government, job hunting, and additional sources of information. The kit also contains materials on specific jobs (clerical, sales, service, farming, fishing, etc.) arranged according to the DOT. Within each section career briefs, summaries, and reprints are included for each job. (HS-up)

Choosing Your Career. Rowayton, Connecticut: United Features, 1975.

Various career clusters, including health, transportation, business, construction, environmental con-

trol, and communications are covered in individual booklets. Each gives a brief, informative overview of the jobs in the cluster, including work involved, abilities, education and training required, earnings, working conditions, and employment prospects. A list of additional information is appended to every chapter. (JH-HS)

Community Careers for the Flannel Board. Paoli, Pennsylvania: McGraw-Hill (Instructo), 1975.

To introduce and encourage the study of individuals functioning in the community, these flannel board figures can be used to represent various occupations familiar to children. Both men and women are shown in 27 roles, among them postal and factory worker, pharmacist, newscaster, engineer, forest ranger, detective, and farmer. (EG)

Gill, Joe. "Popeye Career Awareness Program." New York: King Features, 1973.

Well-known cartoon character Popeye treats students to a comic book tour through neighborhoods and factories, parks and institutions, pointing out various jobs and careers. Popeye's observations are aimed at developing career awareness and decision making skills. These comic books may be especially useful for reluctant readers or for individualized instruction. The series covers 15 clusters, including agribusiness, fine arts, and health. "Student Involvement Charts" and a bingo game accompany the comic books. (MG-JH) (EMC: "Consumer and Homemaking," "Personal Service," "Marine Science")

Landscape Architecture: A Profession Designed for Minorities. McLean, Virginia: ASLA Minority Recruitment Task Force, 1975.

Catalogues and reprints from publications of various related organizations have been assembled in this kit to provide information on job opportunities, colleges that offer courses in landscape architecture, ways to get financial aid, and further readings. Also included are a booklet and a brochure with information on why black students should consider landscape architecture as a career, backgrounds of famous black architects, accredited programs available in the field, etc. (HS-up)

Our Helpers: 12 Play People in the Community. Springfield, Massachusetts: Milton Bradley, 1974.

This set contains 12 stand-up figures which represent workers performing jobs in the community. The figures include male and female police officers, postal workers, nurses, construction workers, and executives. The purpose is to help young children realize that most jobs are accessible to both men and women. For use in a discussion or as puppets in a show about careers. (EG)

Parker, Don H., Shelby W. Parker, and William H. Fryback. *Decision Making for Career Development: A Role Playing Program*. Chicago: SRA, 1975.

Role-playing sessions are presented on cassette tape. The object of the sessions is to help students identify, clarify, and reinforce their values in order to make better career decisions. Directions for the role-playing tapes are progressively shortened to allow the teacher to include his or her own instructions and variations. (JH-HS)

People at Work: A Non-Sexist Approach. Paoli, Pennsylvania: McGraw-Hill (Instructo).

A set of 24 large black and white photographs, *People at Work* shows both men and women performing various non-stereotyped jobs. Men are shown sewing, teaching young children, doing library work and typing. Women are shown as auto mechanics, doctors, mounted police officers, taxi drivers, and painters. A teacher's guide contains suggestions for career-related activities, field trips into the community, research projects, and speakers to invite to the class. (EG-MG)

Sourifman, Vivian. *Career Lab: A Career Exploration Program*. New York: Westinghouse. 1975.

Career Lab contains nine learning units which provide self-instructional learning activities that give the student a feeling for the world of work. The two

main objectives of the lab are to familiarize students with occupational options and to help them get to know themselves better. (JH-HS)

Stebbins, Linda B., Nancy L. Ames, and Ilana Rhodes. *Sex Fairness in Career Guidance: A Learning Kit*. Cambridge, Massachusetts: Abt, 1975.

Elimination of sex-role stereotyping in career counseling is the object of this kit. It can be used to help guidance counselors and other educators recognize and eliminate sex biases by familiarizing them with 26 assessment guidelines established by the National Institute of Education. Included in the kit: role-playing cards with problem situations in career counseling; a cassette tape with supplementary exercises; and instructions for forming a "Shared-Leadership Group" on a ditto master. (PR)

Tadlock, Max, John Van Zant, and Zoe McCandless. *Select-A-Job*. Los Altos, California: Tadlock, 1974.

Each of the 300 notched and numbered cards in this career selection kit describes a specific job in one of 11 career fields. By a process of elimination, students can discover their interests, ambitions, and preferences in work environment, educational goals, related occupations, and job-related academic subjects. Students can also use the cards for information on jobs they want to learn more about. (JH-up)

GOVERNMENT PUBLICATIONS

This section contains publications prepared by or for either OCE or the National Advisory Council for Career Education (NACCE), as indicated in each entry. All are published by the U.S. Government Printing Office (GPO), Washington, D.C.

Single copies of publications with an asterisk (*) at the end of the entry are available without charge from OCE while supplies last. To obtain copies, write to the Office of Career Education, U.S. Office of Education, Room 3100, 7th and D Streets, SW., Washington, D.C. 20202. Be sure to cite full titles. When requesting NACCE publications, please write "NACCE Publication" on the outside of the envelope.

The other publications listed are available in single or multiple copies from GPO at the price indicated. When ordering, please give the GPO Stock Number (SN), enclose remittance, and mail to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Additional career and vocational education materials are available from the following HEW sources:

National Center for Education Statistics, Adult and Vocational Education Surveys Branch, Room 3071, 400 Maryland Avenue, SW., Washington, D.C. 20202.

National Institute of Education, Education and Work Group, Room 600, 1200 19th Street, NW., Washington, D.C. 20036.

Bureau of Occupational and Adult Education, U.S. Office of Education, Room 4153, 400 Maryland Avenue, SW., Washington, D.C. 20202.

Arterbury, Elvis, et al. *The Efficacy of Career Education*. NACCE: 1976. 149 p.

In four separate papers on the effectiveness of career programs, the authors treat "Career Awareness," "Academic Achievement," "Career Decision-Making," and "...Ways of Assessing Effectiveness." All include study results, data, tables, statistics gathered in career research, and bibliographies. Names of institutions participating in the survey are appended.*

Chenault, JoAnn, and William L. Mermis. *The Professional Education of Human Services Personnel*. "Monographs" series. OCE: 1976. 45 p.

Largely by examining the program operating at Southern Illinois University, the authors explain and defend career experience and training in human services. This includes possible problems, community involvement, administrative processes, human resources, and planning recommendations.*

Evans, Rupert N. *Career Education and Vocational Education: Similarities and Contrasts*. "Monographs" series. OCE: 1975. 19 p.

In an effort to clarify the differences between the career and vocational concepts, this monograph examines the beginnings and current status of both types of programs. Also deals specifically with the role of youth clubs in career preparation, with goals of each type of program, and with persons served by each. With bibliography.*

Even, Brenda B. *Integrating Career Education into Teacher Preparation: Implementation Guide for College/University Use*. OCE: 1976. 130 p.

Recognizing the need for teacher training in career education, Even has prepared a handbook describing how the concept can be worked into existing teacher education programs. The way it was done at the University of Arizona may serve as a model for other schools wishing to integrate the concept into their programs. Appendixes deal with career information centers, occupational clusters, and reference sources. SN 017-080-01577-3: \$1.95.

Helping Children Make Career Plans: Tips for Parents. OCE: 1976. 3 p.

This straightforward fact sheet contains suggestions for parents to consider in helping their children become aware of the vast variety of career alternatives available. It gives tips on starting early, guiding the child, guarding against sex stereotypes, encouraging the child to think in terms of career planning, and participating in his or her decisions.*

Herr, Edwin L. *The Emerging History of Career Education: A Summary View*. NACCE: 1976. 305 p.

This comprehensive report on the past, present, and future of career education covers Federal involvement

in and funding of programs, formulation of career clusters, results of national conferences, organizations that support the concept, criticisms of the concept, public opinion, and model programs. With bibliography listing career education-related publications since 1971.*

Hoyt, Kenneth B. *Application of the Concept of Career Education to Higher Education: An Idealistic Model*. "Monographs" series. OCE: 1976. 17 p.

As a discussion of the evolution of the career education concept, this paper deals with acceptance and application of the concept at the postsecondary level. Elements of the "ideal" model include a resource center, work experience, and faculty with specialized backgrounds and methods. With bibliography. SN 017-080-01617-6: \$.45.

——— *Career Education and the Business-Labor-Industry Community*. "Monographs" series. OCE: 1976. 22 p.

In an effort to delineate the role of and advantages to the business community in career education, Hoyt has prepared three papers. These discuss the need for cooperation between the education and working worlds, the relationship between the two, and the potential of career education programs as a way to enhance productivity. SN 017-080-01613-3: \$.45.

——— *Community Resources for Career Education*. "Monographs" series. OCE: 1976. 30 p.

This is a report on two "mini-conferences" conducted with representatives from the business-labor-industry community. Includes suggestions for involving community members in programs, results of efforts of such groups as Girl Scouts, Boy Scouts, Junior Achievement, Chamber of Commerce, National Alliance of Businessmen, and private companies, and comments on the future for community involvement. List of conferees appended. SN 017-080-01615-0: \$.55.

——— *An Introduction to Career Education: A Policy Paper of the U. S. Office of Education*. OCE: 1975. 40 p.

This basic work on the career education concept explains the origins, implementation methods, and outcomes of career programs. The appendix contains results of an opinion survey on all facets of career education implementation, including goals, usefulness methods, activities, and degree of community involvement. SN 017-080-01388-6: \$1.05.

——— *K-12 Classroom Teachers and Career Education: The Beautiful People*. "Monographs" series. OCE: 1976. 62 p.

In this report on four "mini-conferences" about career education, Hoyt discusses the national exchange of ideas and methods among educators who partici-

pated. Included are ways of relating curriculum to careers, methods of improving academic achievement through career activities, and efforts to reformulate some facets of teaching around career concepts. Discusses work with parents, clarification of values, benefits to students and teachers, and the future of career programs. Appended are comments of conferees and a directory of participants. SN 017-080-01537-4: \$.90.

——— *Perspectives on the Problem of Evaluation in Career Education*. "Monographs" series. OCE: 1976. 41 p.

This report, based on two career education evaluation "mini-conferences," deals with accountability of career programs and with the attitudinal changes necessary before such programs can be examined objectively. Includes comments by several practitioners and their findings, and a list of goals for career programs. Names of conferees appended.*

——— *Refining the Career Education Concept*. "Monographs" series. OCE: 1976. 47 p.

A compilation of six papers prepared between 1974 and 1976, this monograph is aimed at crystalizing the Office of Education concept of career education. The papers discuss: career programs as an impetus for change; what can be done to make work "more personally meaningful;" the need for acceptance of career education principles at every level of the education structure; a response to criticism of the program, along with evaluation criteria; obstacles to career programs and how to overcome them; and the future of career education. Includes bibliography. SN 017-080-01610-9: \$.75.

——— *Relationships Between Career Education and Vocational Education*. "Monographs" series. OCE: 1976. 39 p.

These papers, five in all, are aimed at clarifying the differences between the closely related concepts of career education and vocational education. In addition to discussions of the differences between the two approaches and their interrelationships, Hoyt presents a summary of career education problems and invites suggestions for their solutions. SN 017-080-01614-1: \$.75.

——— *The School Counselor and Career Education*. "Monographs" series. OCE: 1976. 27 p.

In a discussion of the role of counselors in career education, this monograph represents a consensus of opinion from 12 counselors with experience in the field. It advises counselors on ways to help teachers with career programs, the importance of career guidance in counseling, and the need for specific professional skills in career education. SN 017-080-01528-5: \$.75.

——— *Teachers and Career Education*. "Monographs" series. OCE: 1976. 35 p.

Four papers were combined in this booklet to provide what Hoyt calls a "conceptual framework" for consideration of such projects as those described in the *K-12 Classroom Teachers* monograph. These deal with the qualities a good career educator must have, the role of career education in the learning process, program evaluation, and teaching teachers about career education. SN 017-080-01618-4: \$.70.

——— *Interim Report with Recommendations for Legislation*. NACCE: 1975. 36 p.

This booklet constitutes the first complete statement by the National Advisory Council for Career Education, which met first in April 1975. It contains legislative and programmatic proposals that were formulated before a major survey on the status of career education was completed. Includes career education funding and training plans, and administrative information about the council. SN 017-080-01498-0, HE 19.116:R29/975. \$.85.

Koontz, Ronald G. *A Classification Scheme for Career Education Resource Materials*. OCE: 1975. 36 p.

Need help on how to organize career-related books, learning kits, and teaching and audiovisual materials? This booklet establishes useful categories and cataloging methods specifically for career education, including media classifications, key descriptors, storage and retrieval systems, and definitions of special terms.*

McLaughlin, Donald H. *Career Education in the Public Schools, 1974-75: A National Survey*. OCE: 1976. 322 p.

Prepared as a report to Congress on the status of career education in the United States, this survey presents a picture of career education at the national, State, college, local, and individual levels. Includes tables and graphs which reflect trends, opinions, participation, and performance. Appendixes include the survey forms used, cataloging definitions for classifying career material, and case studies of 16 local school districts and their career education programs. SN 017-080-01560-9. \$4.

——— *Questions and Answers on the N.A.C.C.E.* NACCE: 1976. 6 p.

Of general interest to those concerned with career education, this fact sheet describes the origin, function, and structure of the Council. Includes a brief account of the results of the national survey (see preceding entry) and its implications for career programs.*

Smith, Keith E. *A Summary of Commissioned Papers*

Prepared for the National Advisory Council for Career Education. NACCE: 1976. 53 p.

Smith presents capsule summaries and study results in tabular form from each of 14 papers commissioned by the Council. Together, these papers present a complete national picture of career education. Includes summaries of papers on efficacy, legislation, and history of career education.*

Super, Donald E. *Career Education and the Meanings of Work.* "Monographs" series. OCE: 1976. 47 p.

This monograph covers in depth terminology associated with career education, the theoretical basis of the program, its role in an industrial society, its future, and its objectives. Includes an extensive bibliography. SN 017-080-0155-4. \$ 75.

Of Special Interest

A comprehensive new "Career Exploration Series" has been prepared for OE's Arts and Humanities Staff. The series, listed below, consists of six student guidebooks and three books for teachers and counselors. They are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. When ordering, please enclose remittance and cite full title and stock number (SN).

Student Guidebooks. The following books (each subtitled "A Student Guidebook") have been prepared specifically for students interested in career possibilities in the arts and humanities. All include black and white photographs and sources of additional information. Some have glossaries, names of related associations, charts, case studies, or lists of job titles. Each is written to give a complete, accurate, and realistic picture of a career field and how to get into it. (Grades 7-12)

Exploring Careers in the Humanities. OE: 1976. 175 p. SN 017-080-01649-4: \$2.45.

Exploring Dance Careers. OE: 1976. 28 p. SN 017-080-01638-9: \$.75.

Exploring Music Careers. OE: 1976. 67 p. SN 017-080-01639-7: \$2.15.

Exploring Theater and Media Careers. OE: 1976. 138 p. SN 017-080-01640-1: \$2.15.

Exploring Visual Arts and Crafts Careers. OE: 1976. 162 p. SN 017-080-01641-9: \$2.35.

Exploring Writing Careers. OE: 1976. 74 p. SN 017-080-01642-7: \$1.40.

The following books for educators have been prepared in conjunction with the "Guidebooks," but may be used independently.

Career Guidance in the Arts and Humanities: Activities, Information and Resources for Grades 7-12. OE: 1976. 188 p. SN 017-080-01644-3: \$2.60.

Exploring Arts and Humanities Careers in the Community: A Program Planning Guide. OE: 1976. 64 p. SN 017-080-01648-6: \$1.25.

391 Ways to Explore Arts and Humanities Careers: Classroom Activities in Dance, Music, Theater and Media, Visual Arts and Crafts, Writing, and Humanities. OE: 1976. 168 p. SN 017-080-01643-5: \$2.40.

ALSO AVAILABLE:

American Potpourri: Multi-ethnic Books for Children and Young Adults, 1977.

SN 017-080-01676-1. \$35.

For sale by the Superintendent of Documents, U.S. Government Printing Office,
Washington, D.C. 20402.